



WAIVER REQUEST FOR ADUs TO THE PELHAM PLANNING BOARD

Instructions to Apply:

1. If you are unable to meet the requirements of the Zoning Ordinance, specific to Accessory Dwelling Units (ADUs) attached/within or detached;

Have been denied a building or occupancy permit; or,

Required by the Zoning Ordinance to appear before the Board for review of your activity,

Then you must file a written application.
2. Applications with supporting documents, plans, photos, etc. shall be completed and submitted to the Planning Department **21 days** prior to the meeting
3. Applications are not considered filed until they have been reviewed by the staff and the appropriate fees have been received.

APPLICATION MUST INCLUDE:

1. All forms completed and signed by the owner of record.
2. Original application form & supporting material must be submitted with **15 COPIES** in order to process the application.

FEES: (2 SEPARATE CHECKS REQUIRED FOR BOOKKEEPING PURPOSES)

- \$25 Application Filing Fee
- \$10 Per Abutter for notification via Certified Mail

*** All checks made payable to: TOWN OF PELHAM**

PLOT PLAN

1. **DRAWN TO SCALE** submitted with the application. Plans certified by a Licensed Land Survey may be required.

Plot Plan to include:

- Building locations
- Proposed changes
- Distances to all lot lines from the building(s)
- Location of well, septic tank and any other lot features
- State of NH DES approved septic design adequate for increased load

LIST OF ABUTTERS

1. Applicant must obtain a current abutters list **from the Assessor's Office** and provide a list by Map and Lot of all abutters adjoining and within 200 feet of any part of the property in question.
2. Submit **(3) three** standard size (1" x 2 5/8" such as Avery 8160 or similar) mailing labels for each abutter; to include applicant, surveyor, designer, attorney, etc. who is not included on list obtained from Assessing but who is involved in the case. (When using a plan that displays a professional's stamp, such as surveyor, designer, PE, soil scientist, etc., that person must be included on abutters list to receive notification even if that person isn't directly involved in the case)

PLANNING BOARD SCHEDULE:

1. Meets typically the first and third Monday of every month, except when holidays fall on Mondays or there's other scheduling conflicts. (Please ask the Planning Department for dates, or check the town's website)
2. Application must be received by **twenty-one (21) days prior** to the meeting in order to be placed on the agenda.
3. Your abutters will be notified **from this office** by certified mail ten (10) days prior to the public hearing (meeting) date.
4. At the public hearing, the Board will hear testimony, receive evidence and approve/deny your request, or request additional information.
5. Once the decision is rendered, **THERE IS A 30 DAY APPEAL PERIOD. NO PERMITS WILL BE ISSUED WITHIN THIS PERIOD.**
6. If an appeal has been made regarding the decision made by the Board, the Board is required to decide whether there is adequate reason to rehear the case within ten (10) days after the thirty (30) day appeal period. If the request for rehearing is granted, no permits will be issued until the rehearing and the thirty (30) day appeal period is abided by.



APPLICATION TO PLANNING BOARD

Name of Applicant _____

Address _____

Owner _____

(if same as Applicant, write "same")

Phone Number _____

Location of property _____

(Street Number, Map & Lot Number)

NOTE: This application is not acceptable unless all required statements have been made.
Additional information may be supplied on a separate sheet if the space provided is inadequate.

APPLICATION FOR WAIVER

Zoning Ordinance: Article _____ Section _____

Reason: _____

Applicant _____ Date _____

(Signature)

When appearing before the Board, you should:

State your name and address. If you are the property owner, you should state how long you have owned the property. If you are not the owner, you are required to have the written permission of the owner to represent the case.

You should then inform the Board why you are seeking a waiver. You can use the words on your application.

Town of Pelham Planning Board

Official Abutters Notification Form

This form is the *official and only* form to be used for the purpose of notifying abutters for a Pelham Planning Board meeting. This form must be filled out and/or attached to any abutters list submitted to the Town for a public hearing. This form, along with all other application materials must be submitted 21 days in advance of the hearing date requested. Failure to submit this form with the completed abutters list by the above date and time will void any request for a public hearing.

In accordance with New Hampshire Revised Statutes Annotated 676:7 I(a), as amended from time to time, the following names and addresses must be submitted for notice purposes:

- ◆ The applicant or applicants and owners of the land under review
- ◆ Every abutter
- ◆ Holders of conservation, preservation, or agricultural preservation restrictions
- ◆ Any professional whose stamp appears on plan(s) (i.e. Surveyor, Designer, Professional Engineer, Soil/Wetland Scientist)

For abutting land owners, the names and addresses must be obtained from Assessor's records not more than 5 days prior to filing the application. Compliance with notification procedures is the sole responsibility of the applicant and not the Planning Board or Town staff. Lists will not be reviewed for correctness by the Planning Board or Town staff. Copies of the abutters shall be attached to the application and submitted with three (3) sets of mailing labels for use by the Town.

By signing below, the applicant(s) formally submits this form, along with the required list of addresses and names, and attests to compliance with the above requirements.

Signature of Applicant

Date

(use following page or use a separate sheet)



**PLANNING BOARD
6 VILLAGE GREEN
PELHAM, NH 03076
635-7811**

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TOWN OF PELHAM

6 Village Green
Pelham, New Hampshire 03076

AUTHORIZATION TO ACT AS AGENT

Date: _____

I authorize _____ to act as my agent in securing any and all
permits necessary to the development of my property located at _____
Pelham Tax Map _____.

Signed: _____

Dated: _____

Witness: _____